

LayOut 3 Quick Reference Card

Windows

Tools

Select (Space)

Line (L)

Freehand

Arc (A)

2 Point Arc

3 Point Arc

Pie

Rectangle (R)

Bulged Rectangle

Rounded Rectangle

Lozenge

Circle (C)

Ellipse

Polygon

Text (T)

Label

Linear Dimension (D)

Angular Dimension

Erase

Style (B)

Split

Join

Page

Add Page

Duplicate Page

Delete Page

Previous Page

Next Page

Edit

Undo

Redo

Group

Ungroup

View

Show Grid

Hide Grid

Pan

Zoom

Zoom In

Zoom Out

Actual Size

Zoom to Fit

Start Presentation

Arrange

Bring to Front

Bring Forward

Send Backward

Send to Back

Align Left

Align Right

Align Top

Align Bottom

Align V Centers

Align H Centers

Space Horizontally

Space Vertically

Center Vertically

Center Horizontally

Flip Left to Right

Flip Top to Bottom

Object Snap On

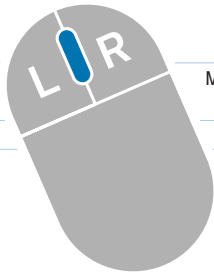
Object Snap Off

Grid Snap On

Grid Snap Off

To add other tools, right-click the toolbar (at the top of your document window) and choose "Customize."

Tool	Operation	Instructions
Circle (C)	Double-Click	create circle identical to previous one drawn
Dimension (D)	Alt	hold down to unconstrain dimension orientation
	Double-Click	repeat previous dimension offset
Ellipse	Ctrl	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
Join	Click	join line segments by clicking on each in turn
Line (L)	Shift	lock in current inference direction
	Length	specify length by typing a number and Enter
Polygon	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
	Sides	specify number of sides by typing a number and Enter
Rectangle (R)	Ctrl	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
	Dimensions	specify dimensions by typing height, width and Enter ie. 20,40
Rectangle, Rounded	Up/Down	tap up or down arrow while drawing to change corner radius
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change bulge amount
Select (Spacebar)	Ctrl	hold down with moving to create a copy
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
	Alt	hold down to scale about center
Style	Click	sample style properties (stroke, fill, color, font, size, arrow, etc)
	Click Again	apply sampled style properties
Split	Click	split line(s) at click point
Text	Click	create an unbounded text box
	Click-Drag L>R	hold down to create a left-aligned bounded text box
	Click-Drag R>L	hold down to create a right-aligned bounded text box
Other Tips	Click-Drag+Ctrl	hold down to create a center-aligned, bounded text box
	Snaps	right-click on anything but a drawing element to switch between snaps
	Line Weights	use the Styles tab in the SketchUp Model dialog to change line weights
	Dimension Edit	double-click a dimension line to edit it before you can move it
	Free Dimension	hold down Ctrl while creating or editing a dimension to orient it manually
	In-Tool Sample	tap S to sample the style of another element while you're using any tool
	Resolution	set the resolution of SketchUp models in Document Setup > Paper panel



Middle Button (Wheel)	Scroll	Zoom
	Click-Drag	Pan
Right Mouse Button	Click	show context menu
Left Mouse Button	Click	pick